

CASE INPUT RECORD NON IV-D INCOME WITHHOLDING

JD-FM-150 Rev. 12-05, C.G.S. § 52-362

INSTRUCTIONS

1. See detailed instructions below.
2. Print legibly with ball point pen.

JUDICIAL DISTRICT		COURT LOCATION (No., street, town and zip code)			DOCKET NO.	
▼ OBLIGEE (Person to Receive Money)				▼ OBLIGOR (Person to Pay Money)		
NAME (Last, first, middle initial)				NAME (Last, first, middle initial)		
STREET				STREET		
CITY/TOWN		STATE	ZIP CODE		CITY/TOWN	
TELEPHONE NO.		RELATIONSHIP TO OBLIGOR		TEL. NO. OF OBLIGOR		TEL. NO. OF EMPLOYER OR PAYER OF INCOME
SOCIAL SECURITY NO. (Required - see notice below)				SOCIAL SECURITY NO. (Required - see notice below)		
DATE OF BIRTH	ETHNIC GROUP	SEX	DATE OF BIRTH		ETHNIC GROUP	SEX
		<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> M <input type="checkbox"/> F

Notice: Pursuant to the Federal Privacy Act, you are advised that providing your social security number is required. The information is requested pursuant to C.G.S. §§ 52-362 and 17b-179. It will be used by the Bureau of Child Support Enforcement to ensure the proper collection, verification and distribution of support under C.G.S. § 17b-179.

Child(ren)'s Name(s):
(As listed in support order)

Date of Birth

Child(ren)'s Name(s):
(As listed in support order)

Date of Birth

1. _____
2. _____
3. _____
4. _____

5. _____
6. _____
7. _____
8. _____

SIGNED (Preparer)	PRINT NAME	DATE SIGNED
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Income withholding must be provided in all child support cases. The Judicial District Clerk's Office will provide the necessary forms. Once the income withholding of child support orders in Non IV-D cases is implemented, the withheld income of the obligor (the person who owes the money and whose income is withheld) is to be sent by the payer of income to the State Disbursement Unit (rather than to the obligee) for distribution to the obligee (the person to whom the withheld income will ultimately be sent). There is no charge for the administration of Non IV-D income withholding. The Support Enforcement Services, Child Support Call Center (SES) must be informed of all changes/modifications to the income withholding and of all employer changes. The process outlined below *must* be repeated whenever these types of changes occur. **Full IV-D child support enforcement services are available at no cost to you upon application at a local office of the Department of Social Services.** For more information about IV-D services, contact the Support Enforcement Services, Child Support Call Center (SES) at 1-800-228-KIDS (5437).

INSTRUCTIONS

1. Complete the **Case Input Record** above.
2. Complete the **JD-FM-1, Order/Notice to Withhold Income for Child Support** form.
3. Submit the completed **JD-FM-1, Order/Notice to Withhold Income for Child Support** to the Clerk's Office for review and the Clerk's signature.
4. After the **JD-FM-1, Order/Notice to Withhold Income for Child Support** is signed by the Clerk and returned to you, **submit the original of that form and the completed Case Input Record (this form) to the Support Enforcement Services, Child Support Call Center (SES), P.O. Box 65, Vernon, CT 06066.** This will allow SES to enter the necessary information in order to establish an account in an automated system used to track child support payments and create an electronic file (an account in that system). If either document is not submitted to SES, then the State Disbursement Unit will be unable to process your immediate income withholding payments. An authorized employee of Support Enforcement Services or other individual authorized by statute will make service of the **JD-FM-1, Order/Notice to Withhold Income for Child Support** on the obligor's payer of income in accordance with C.G.S. § 52-362, or by certified mail, return receipt requested.
5. Keep a copy of all documentation for your own records.
6. If the obligor (person who owes money) did not file a written **Appearance** and an immediate income withholding was ordered, you must process the **JD-FM-70, Notice to Nonappearing Obligor of Income Withholding Order** form as per instructions on that form. Attach the "proof of service" of the **JD-FM-70** to a copy of that form and file with the Clerk's Office. Unless otherwise ordered by the Court or Family Support Magistrate, the notice of income withholding order shall be served subsequently on the obligor.
7. Any questions related to the implementation of income withholding should be addressed to the Support Enforcement Services, Child Support Call Center (SES) at 1-800-228-KIDS (5437).

DISTRIBUTION: ORIGINAL - SES

COPY - For Your Records